



Job Description: Senior Finance Officer

LOCATION: LONDON OFFICE

REPORTING TO: DIRECTOR OF FINANCE

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a leader in the global fight against modern slavery. It:

- **generates** private funding by demonstrating how effective interventions can protect those at risk of being enslaved and free those in slavery.
- **invests** in those countries and sectors with the greatest incidence of slavery.
- **analyses** which interventions work best, and **shares** that knowledge.
- **brings** together a community of activists committed to ending slavery and empowered by the knowledge of how best to do so.

The Freedom Fund has programs in northern India, southern India, Ethiopia, Thailand, south-eastern Nepal and central Nepal. It currently supports and funds approximately 100 organisations in these regions, the vast majority of which are frontline, community-based NGOs. It also works to influence global policy by commissioning and sharing research and amplifying the voices of its partners.

About the position

This is a new role for an ambitious finance professional who has experience of both business partnering and financial accounting in the not for profit arena to join us at a time when we will be looking to bring our financial provision in house.

The successful candidate will either be a qualified, part-qualified (or QBE) accountant and will come either from a similar position in another charity or from practice, looking to move into the international charity sector. Strong interpersonal skills are essential as these will enable the ideal candidate to communicate at all levels both with finance and non-finance staff. This is an exciting opportunity to become part of a growing, highly regarded organisation doing incredible work around the world.

The Senior Finance Officer will be responsible for providing financial management oversight of our work internationally, ensuring strong financial controls are in place. Working closely with the program team in monitoring progress in our hotspots whilst also ensuring donor conditions are being met, you will also work with fundraising colleagues on donor bids and provide support in donor financial reporting.

Being the first point of liaison with auditors for both our U.S. and UK entities, you will take a lead in preparing for the statutory audits, drafting annual accounts and supporting schedules. You will be the day to day contact for the out-sourced book-keeping providers and will play a pivotal role, at an appropriate time, in moving this function in house.

Responsibilities

Financial Accounting

- Maintaining a strong control environment, ensuring accounting records are complete and accurate;
- Leading on process and systems improvements which lead to more effective financial control and add real value to an organisation;
- Forecast and monitor cash flow;
- Preparation of annual statutory accounts for the Group and supporting schedules for review by the Director of Finance;
- Take a lead in the annual audits across all jurisdictions;
- Assist with the preparation of Corporation Tax and VAT returns in the UK and any other tax matters globally as required;
- Manage the day-to-day banking operations of the Group;
- Review payroll ensuring correct PAYE, pension and other deductions;
- Manage The Freedom Fund UK's auto enrolment scheme.

Management Accounting

- Preparation of high quality draft financial plans on an annual and rolling three year basis;
- Provide high quality monthly financial analysis, forecasts and insight as required, for a range of audiences – from the Board to program managers;
- Responsible for the financial monitoring of donor grants and all restricted cost allocations;
- Drafting budgets for donor proposals, in consultation with the program and fundraising teams, to ensure consistency and alignment of grant planning activity;
- Monitoring of grants made to all partners across the Group, flagging issues as and when necessary;
- Advise local staff, consultants and partners on financial matters and provide support as required;
- Provide technical assessment of the financial implications and impact of program decisions;
- Occasional travel outside the UK may be required with this role.

Qualifications and experience

Essential

- CCAB qualified or QBE with at least five years of experience at a similar level;
- Excellent financial accounting skills and well versed in Charity SORP;
- Excellent verbal and written communications, with a proven ability to communicate complex financial matters to a range of audiences;
- Experience in financial management of institutional and government grants;
- Strong financial modelling skills;
- Excellent excel skills;
- Experienced in financial planning & analysis, including management information reporting;
- Skilled at presenting information in an accessible way through charts, tables, and other graphics;
- Willingness and ability to take the initiative not only in identifying problems but also in suggesting and implementing solutions.

- An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture.

Desirable

- Experience in working for an INGO;
- Experience in the anti-slavery sector;
- Experience of selecting and implementing new financial software;
- Experience of working in an organisation undergoing significant change, where you have played a pivotal role in moving through this transition.

Personal attributes

Essential

- Team player committed to the Freedom Fund's values;
- Flexible, "can-do" attitude;
- Ability to work independently, displaying strong initiative in solving day-to-day problems with limited direction;
- Ability to build relationships with a wide range of individuals from diverse backgrounds.

Compensation

- £50-55,000 per annum plus 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.
- Season ticket loan and childcare voucher schemes available.

Application procedure

Applications should be submitted in English and include a CV, cover letter which outlines how you meet the qualifications, experience and personal attributes criteria and contact details of three referees.

Candidates **must** be eligible to work in the UK.

Please send applications by email in PDF format to jobs@freedomfund.org, including 'Senior Finance Officer' in the subject line before **9am BST on Thursday, 21 September 2017**. Please note that only candidates selected for further consideration will be contacted. No phone calls please. **No agencies please.**

Interviews will be held on Monday 2 October and Thursday 5 October 2017.

The Freedom Fund is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position. Applicants must be eligible to work in the United Kingdom.